

Chi Ngo

Import and Logistics Specialist

Savage, MN 55378

chiphuongngo@yahoo.com

+1.952.994.8029

Accomplished strategic multilingual MBA professional with expertise in Project Management, International Logistics, Supply Chain Management and Regulatory Domains. Facilitated over \$7M annually in sourcing projects, overseeing all aspects of materials management, program planning and execution, logistics and quality management.

Authorized to work in the US for any employer

Work Experience

Import and Logistics Specialist

Ameritek International - South Saint Paul, MN

2016 to 2018

Participated in the delivery, development, design and improvement of new/current imports program requirements, submission procedures, program interaction, capacity building and leadership development.

- Reviewed, conducted analyses, and monitored and arranged suppliers payments. Identified pricing discrepancies and brought to the attention of the senior staff with a recommended alternative for resolving or correcting the issue.
- Planned, organized, managed, optimized, and coordinated the day-to-day activities and full order cycle for all domestics and international shipments. Purchased, monitored, and utilized Inventory Management Software to buy, manage, and control inventory.
- Reviewed and assessed suppliers performance through the analysis of committed delivery dates, quality reports and other methods such as management and financial systems, providing written assessment of results. Identified issues, potential areas of non-compliance or opportunities for improvement or increasing effectiveness.
- Exercised personnel management responsibilities of effective cost management per contractual/ accounting guidelines. Performed logistics delivery and negotiated with suppliers, carriers, and forwarders.
- Principle advisor to management on plans and logistics issues. Developed, oversaw, prepared and maintained a daily delivery schedule and communicated to all relevant departments.

Import and Export Specialist

Thermo Fisher Scientific - Minneapolis, MN

2015 to 2016

Collaborated and leveraged relationships with international customers, forwarders, and carriers.

- Led, managed, and coordinated daily shipping schedule, and domestic and international freights.
- Communicated with managers and internal stakeholders to streamline department services and systems.
- Measured project performance using Lean tools and techniques to identify non-value added processes for logistics and freight.

- Analyzed freight costs history and trend to identify freight cost reduction opportunities.
- Determined and maintained manufactured product classifications for import/export.
- Collaborated and leveraged relationships with international customers, forwarders, and carriers.
- Led, managed, and coordinated daily shipping schedule, and domestic and international freights.
- Communicated with managers and internal stakeholders to streamline department services and systems

International Trade Specialist

IGOBE Incorporated - Brooklyn Park, MN

2014 to 2015

Drove implementation and management of supply agreements for key sourced products.

- Executed effective supplier negotiations and results driven cost reductions to meet annual goals.
- Developed and deployed sourcing savings for global sourcing, driving product line and cross-business unit value improvement.
- Led cross-geographical and local business development projects, delivering results that positively impact supply chain effectiveness.
- Participated in business development and process improvement projects. Increased customer base by 15% and reduced products costs by 10%.
- Used DMAIC to identify areas of improvement to reduce product defects, waiting time, and documentation errors specific to import/export; as well as partner with Trade Compliance & Logistics team for resolution.

Import/Purchasing Coordinator

US Foods Culinary and Supplies - Plymouth, MN

2010 to 2013

Responsible for ongoing inventory analysis and reporting for 4 distribution centers.

- Placed purchase orders, and managed purchase order confirmations in Advance Warehouse Replenishment system.
- Reviewed, analyzed, and maintained supply chain processes and provided recommendations for improving inventory performance.
- Communicated and collaborated with suppliers, logistics team, and accounting staff on supply chain strategies, execution, and applications based on projection and financial analysis.
- Provided report metrics to drive improvement on the import business to increase profitability and support growth in maintenance regions.

International Logistics Coordinator

Lamex Foods - Bloomington, MN

2007 to 2010

Led, analyzed and identified root causes of shipping logistics to expedite shipments for international customers.

- Managed a multi-million dollar inventory project. Saved the company over \$1 million dollar in loss.
- Coordinated standard operating procedures and scheduling/shipping practices for efficiencies related to all logistics activities.
- Provided logistics support strategy and direction to international customers for customs clearing, and shipment deliveries.
- Coordinated shipments with U.S Customs and all other U.S. Agencies to expedite shipments and requests; as well as effective shipment strategies for successful resolutions.

Education

Master of Business Administration in Business Administration

DeVry University, Keller Graduate School of Management - Edina, MN

2006

Bachelor of Art in International Relations and Economics

University of Minnesota - Minneapolis, MN

2003

Skills

Budgeting (Less than 1 year), Contract management (Less than 1 year), cost reduction (1 year), Project management (Less than 1 year), Risk assessment (Less than 1 year), training. (Less than 1 year)

Additional Information

CORE COMPETENCIES

- Project Management
- Strategic Logistical Planning
- Risk Assessment and Safety

- Planning and Operation
- Contract Management
- Quality Management

- Regulatory Matters
- Budgeting and Cost Reduction
- Training and Development